



Our Lady of Good Counsel Catholic School

611 Knowles Ave ∞ Southampton, Pennsylvania 18966

215-357-1300 ∞ www.school.olgc.org

CARES Program Handbook 2017-2018

Welcome to Our Lady of Good Counsel School CARES Program!

PHILOSOPHY

The CARES Program offers love, security, friendship, respect and a safe environment. The CARES Program will provide indoor and outdoor activities, vigorous play, and a quiet study time. Our primary goal is to create an atmosphere where Christian values are instilled through modeling and meaningful interaction.

STAFF

Mrs. Maryann Rockenbach- CARES Director- Cares@olgc.org & 215-357-1300 (Ext. 117)

Mrs. Sue Hollenbach

Mrs. Claire Campellone

Mrs. Gerri Taylor

Mrs. Kathleen Hawkins

MORNING DROP OFF

Front School Entrance, Room 2A, Beginning at 6:30 AM

AFTERNOON PICK UP

2:30 Pre-K Dismissal in Room 2A

Between 3:00 PM and 6:00 PM in Room 2A (Please sign out prior to picking up your child)

PICK-UP PROCEDURE

Children may be picked up only by the adults identified on their student information forms. An adult must sign the child out before leaving the premises. If you wish to have another person pick up your child and they are not on your list, you must put your request in writing. At no time will a child be released to anyone other than those on your list, unless notice is received in writing. A verbal message will not be acceptable.

SIGN IN/SIGN OUT

All CARES students must be signed in and signed out. The sign in/out book is located on the shelf adjacent to the first Room 2A door.

LATE FEES

\$10.00 every 15 minutes after 6:00 PM. It is very important that you promptly pick up your children by 6:00 PM. Late fees will be assessed and are to be paid directly to the provider scheduled that day.

EMERGENCY CONTACTS

These are used in case the parent cannot be reached and the child is sick or school has been closed due to an emergency. For this reason, please use people who are usually available during the day and would be able to pick up your child.

PAYMENT

Payments must be made prior to your child or children attending the CARES Program. Cash or check is accepted. **Please use the CARES Slips and submit your slip with payment on Mondays if possible.**

BEHAVIOR OF CHILDREN

The children are expected to behave with the same respect and manners as they normally do in school. Any lack of cooperation may result in dismissal from the program. Our Lady of Good Counsel School reserves the right to exclude any child from the CARES Program for behavior deemed inappropriate by the CARES coordinators.

SNACKS

Snacks may be packed. Snack time is at 3:15 PM. Please keep snacks simple and provide water or juice if desired.

HOMEWORK

Time will be provided for the children to do their homework. This is a quiet time in which children will work independently. Our staff will guide the children as needed. The CARES staff is not responsible for checking the homework or for making certain that it is completed.

ABSENCES OR CHANGE IN SCHEDULES

If your child is absent from school on a day that they normally attend CARES, please mention that your child is in the CARES program when you call to report their absence on the Safe Arrival Line (Ext. 286).

ILLNESS OR ACCIDENTS

In cases which appear to be of minor nature, first aid will be administered on the premises. Medication will not be administered. If an injury is more serious, a call will be made to those on the emergency contact list. In case of emergencies the CARES Program Director will call 911. Please notify the CARES personnel of any medical conditions or allergies.

INCLEMENT WEATHER

In the event of a two hour delay to due to inclement weather, CARES will open at 9:00 AM. Please do not drop off a child unless a CARES coordinator is present in the room. If school is closed due to inclement weather, CARES is not provided that day. There may be times that the weather is forecasted to become inclement later in the afternoon or early evening and then a decision may be made to close CARES early. We will notify you as early as possible if this should be the case.

SCHOOL NOT IN SESSION

If school is closed for a holiday or any other reason, there is no CARES Program that day. Once your child has completed their end of year Closing Ceremony, they no longer attend the CARES Program for that School Year.

HOURS & FEES FOR THE 2017-2018 SCHOOL YEAR

AM Hours: 6:30 AM – 8:30 AM

AM Fee: \$7.00 per day (1 child)
\$10.00 per day (2 children)
\$13.00 per day (3 or more children)

PM Hours: 3:00 PM – 6:00 PM (PreK CARES begin at 2:30 PM)

PM Fees: \$7.00 per hour (1 child)
\$10.00 per hour (2 children)
\$13.00 per hour (3 or more children)

AM and PM Fees: \$21.00 per day max
\$31.00 per day (2 or more children)

Payment is due **prior** to your child or children attending the CARES Program. Please utilize the CARES payment slips received when registering for the program. The slip provides you with a receipt and the teacher copy is the communication to the teacher that the child will be attending the Program on a specific day.

If you decide later in the week you need an extra day, please call the School Office and we will notify the teacher. Payment may be sent in the next day.

If your child or children do not attend a day and it was paid for, you may take a credit on another day. We strive to make the Program very flexible for your family. Please call the School Office if you have any questions at 215-357-1300 (Ext.117).

Payment may be made by cash or check. Unfortunately with rising bank fees, returned checks will be accessed a fee of \$25.00.

REGISTRATION

Fee: \$50.00 per family per year if using CARES everyday on a weekly basis
\$20.00 per family per year if using CARES on an occasional basis

EMERGENCY USE

\$7.00 per hour per student. CARES is available on an emergency basis for everyone. Call the School Office if you have a need to use the CARES Program. We will accommodate your request and review the process with you.

CARES BOOKS

A CARES Book will be sent to you at the end of the first week of school. During the first week of school, please send in a note indicating the days your child or children will require CARES along with payment.